



The **GALLERY TRUST**



A community of special schools



**School Business Manager  
Candidate Information Pack  
June 2023**

**School Business Manager  
The Iffley Academy, Oxford**

**Grade 10: £31,972.91 to £34,315.57 pro rata per annum  
37 hours per week, 42 weeks per year  
(Term time, plus INSET, plus 3 weeks)**

*39 weeks (term time plus INSET only) can be discussed as an alternative option at interview*

Iffley Academy is seeking to appoint a School Business Manager to advise and support the Head Teacher and Senior Leadership Team in providing professional leadership and management to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for managing all aspects of school business management, including estates, finance, human resources, procurement, administration and data protection. The role will hold line management responsibilities.

The position is suitable for candidates with admin experience who are looking for a development opportunity to move into school business management.

The successful candidate will:

- Have relevant experience of working in a business or school administration environment
- Be keen to develop a career in school business management
- Have strong organisational and communication skills
- Have an awareness of financial principles, controls and budget planning
- Understand HR principles, policies and procedures
- Have knowledge of estates and facilities management including health and safety
- Have knowledge of administrative systems and working practices
- Be committed to and able to promote the aims of the School and the values of the Trust
- Be committed to the welfare, wellbeing and Safeguarding of pupils

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment which is innovative and well-resourced, in a role that is rewarding and fulfilling.

**Benefits of working at Iffley Academy include:**

**Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities, tailored to your learning needs, your job role and your career aspirations.
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire.
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

**Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Perkbox membership, a discounts and vouchers platform
- Contribution towards glasses and free eye tests
- Salary sacrifice schemes, including childcare vouchers

### **Wellbeing**

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance, available for both yourself and your immediate family
- Access to the 'My Healthy Advantage' wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- Family friendly policies
- Cycle to work Scheme

### **Facilities**

- Free car parking and cycle storage

### **Application process**

We would be happy to invite you to visit the school. Please contact Ellie Danby on 01865 747606 to arrange a time and date. Alternatively, if you would like to apply immediately, please email your application form to: [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) You can download an application form and job pack from our website: <http://iffleyacademy.co.uk/vacancies/current-vacancies/>

**Closing date: Sunday 9<sup>th</sup> July 12:00pm**

**Interviews will be held on Wednesday 12th July 2023**

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

*Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.*

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Iffley Academy is a community special academy for children and young people up to the age of 18 with complex special educational needs and disabilities. All of our students are individuals and we pride ourselves on taking a personalised approach.

Students have Education, Health and Care Plans with a range of needs but primarily we work with students with Moderate Cognition and Learning Difficulties, Autistic Spectrum Disorder and/or Social, Emotional and Mental Health difficulties,

The Academy was judged to be Outstanding at its most recent Ofsted inspection in February 2019, designated as a teaching school in 2018 and is part of an aspirational Multi Academy Trust – The Gallery Trust, a community of special schools, dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through: Commitment to special education; Opportunities for all to learn; Genuine respect and value.

Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners including Oxford University Gardens Libraries and Museums. Further details of this partnership can be seen here

<https://www.glam.ox.ac.uk/iffley-academy-partnership>

We understand that students are able to give their best when their needs are met, when they feel safe and when they understand their relationships with others. When a student starts at our academy every effort is made to ensure that they maximise their progress, enjoy coming to school, make new friends and feel safe. They become part of our community but most importantly their family also becomes part of our community.

# **School Business Manager Job Description**

**Responsible to:** Head Teacher

## **Introduction**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Leader if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

## **Job Purpose**

To advise and support the Head Teacher and Senior Leadership Team in providing professional leadership and management that ensures high quality education, pastoral and therapeutic care for all students: to ensure the effective and efficient provision of local business and commercial services and undertake key strategic and operational responsibilities. Duties include but are not exclusive of:

## **Leadership and Management Responsibilities**

- Manage business services, including finance, estates, administration, human resources, procurement and data protection.
- Ensure the best use of resources and achievement of best value through forward planning and effective and prudent procurement
- Local management of services and contracts, e.g. catering, cleaning and ICT
- Ensure compliance with Trust policies and processes, and with statutory regulations, advisory guidance and audit requirements
- Develop and maintain constructive relationships and work collaboratively with key stakeholders, including with the wider School Business Manager community across the Gallery Trust, colleagues within other academies in The Gallery Trust, the Trust's central team and the Local Academy Board
- Line management responsibilities

## **Finance and Payroll**

- Operational management of school finance and payroll, working collaboratively with the Trust's central finance and payroll team, and securing excellent financial control, monitoring and auditing procedures that meet the requirements of the Trust (including delegation of duties to school admin team)
- Work in compliance with the Academy Trust Handbook, the Trust's policies and procedures

- Pursue additional sources of funding, sponsorship, bids and grants
- Work with the Head Teacher with the preparation of the draft annual budget and monthly budget monitoring
- Advise on spending commitments, budgetary matters and other expenditure and income issues
- Monitor and manage leasing arrangements
- Advise on the financial implications of proposed and actual initiatives, including proposals relating to use of resources, building and staffing structure
- Undertake processing and operational tasks on specialist software

### **Human Resources**

- School management of HR, liaising with the Trust's HR team regarding personnel matters.
- Safer Recruitment Lead including implementation of Trust policies, maintaining the Single Central Record
- Ensure that data protection is embedded within all areas of the school to achieve compliance with GDPR
- Seek advice from the Trust's HR team when appropriate regarding terms and conditions, employee cases, including the management of sickness absence, matters of conduct, capability, grievance and Safeguarding.
- Manage absence meetings
- Support induction and probation processes for support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission liaising with the Trust's payroll team, where required
- Manage completion of the School Workforce Census

### **Facilities**

- Manage Health and Safety with the Facilities Manager and ensure that statutory requirements are met
- Assess and identify risks: risk management and contingency planning for business critical areas
- Ensure that the buildings and site are maintained to a satisfactory standard and present a clean and purposeful environment for all users
- Support the preparation of capital bids

### **Administration**

- Produce and respond to a variety of complex correspondence.
- Undertake word processing and other complex IT based tasks
- Take minutes at meetings and provide administrative and organisational support
- Liaise with external professionals and agencies
- Provide detailed analysis and evaluation of data as required
- Complete complex forms / returns including to outside agencies
- Archive and manage records

### **General Responsibilities**

- Take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the School and Trust's policies and procedures
- Safeguard and promote the welfare of all pupils
- Participate positively in training and professional development
- Support the aims and ethos of the School and Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings

**Selection Criteria  
School Business Manager, Bardwell School**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<ul style="list-style-type: none"> <li>• Level 3 / 4 qualifications or relevant experience</li> <li>• Willingness to continue professional development / undertake business / admin management qualification</li> <li>• Excellent literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Relevant experience of working in a business or administration environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Administrative experience in a management capacity</li> <li>• Experience of managing services and contractors</li> <li>• Experience of managing and operating financial management systems.</li> <li>• The ability to produce, analyse and evaluate financial reports/information</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of financial principles and controls, budget planning and/or management procedures</li> <li>• Understanding of HR principles, policies and procedures</li> <li>• Knowledge of administrative systems and working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and awareness of education issues and developments</li> <li>• Knowledge and understanding of premises management</li> <li>• Knowledge and understanding of health and safety legislation</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Advanced verbal, interpersonal and written skills</li> <li>• Proven organisational skills with a high level of accuracy</li> <li>• Ability to plan and prioritise workload to meet conflicting deadlines</li> <li>• Ability to analyse and interpret complex information and solve problems</li> <li>• Excellent ICT skills and ability to use a range of ICT packages</li> <li>• Ability to work independently and act on own initiative.</li> <li>• Ability to cope well with pressure and keep calm in stressful situations.</li> <li>• Ability to motivate and manage staff</li> <li>• Ability to liaise and communicate effectively with a range of stakeholders including staff, pupils, parents, board members, trustees, and promoting</li> </ul>	

	<p>effective relationships with the wider community</p> <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality and integrity.</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• A satisfactory enhanced DBS check</li> <li>• Understanding and commitment to equality of opportunity, participation, diversity and responsibility</li> <li>• Committed to and able to promote the aims of the School and the values of the Trust</li> <li>• Committed to the welfare, wellbeing and Safeguarding of pupils, staff and visitors to school</li> </ul>	

June 2023